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Reserve



Management Improvement BULLETIN

No.4

Washington 25, D.C.

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PMA EMPLOYEE SUGGESTIONS ON THE INCREASE -

The number of suggestions submitted by PMA employees has increased steadily since inception of the program. Suggestions range all the way from revision of a simple form to development of technical systems. Awards made thus far in PMA total \$3,060 and range from \$10 to \$825. Several employees, like George G. Toriumi of the PMA Commodity Office in San Francisco, have earned or are being considered for supplemental cash awards based on extended application of their original suggestions. Most suggestions for which cash awards have been paid have been for improvements in the suggesting employee's immediate work area.

LATEST PMA EMPLOYEES TO RECEIVE CASH AWARDS AND CERTIFICATES OF APPRECIATION

MARGITH H. KROGH - OFFICE OF THE ASSISTANT ADMINISTRATOR FOR PRODUCTION, WASHINGTON, \$10 for her suggestion that 9 small book wires (one for each fieldman and PMA State Chairmen within his respective area) be prepared instead of 57 or 59 separate wires to the Administrator's Fieldmen (9) and PMA State Chairmen (48) and Puerto Rico and Hawaii (2) when applicable, resulting in saving considerable time for typists in preparing telegrams covering production goals and other related information.

SEYMOUR STEIGLITZ - FISCAL BRANCH, WASHINGTON, \$65.00, for his suggestion proposing the preparation and use of punch card for each invoice in lieu of one for each carlot in billings to support SF-1080, "Voucher for Transfer Between Appropriations and Funds," in the accounting operations of CCC with ECA, in handling processed and fresh commodities, which resulted in substantial savings to the Government.

HELEN R. OURS - FISCAL BRANCH, WASHINGTON, \$50.00, for the development and design of the individual leave record form for use by PMA employees in Washington and applicable to other agencies maintaining similar leave records, resulting in substantial reduction of inquiries about leave status and of the necessary research into records to obtain information and adjust differences.

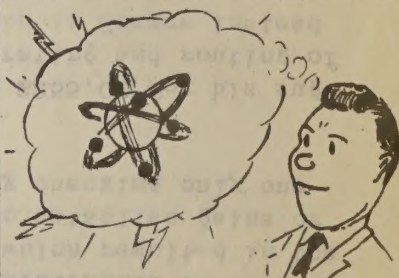
MARIE B. FILLION - FISCAL BRANCH, WASHINGTON, \$190.00 for suggesting the use of the multilith process in lieu of photostats in preparing Fiscal Branch Work Measurement Reports and work sheets, which resulted in securing wider and more adequate distribution of copies to meet the needs of reporting offices, and in producing neater and more legible reports, and saving time in preparation.

RALPH KAYE - FISCAL BRANCH, WASHINGTON, \$10, for the redesign of Form FAD-62, "Transmittal Record," and for its use in the place of letters of transmittal, resulting in saving of paper and time, and in the expeditious handling of reports and other documents.

(Continued on other side)

INFORMATION FOR ALL EMPLOYEES -- PLEASE POST

Like the Atom-



Ideas have POWER

FRANCIS B. CULLEN - FISCAL BRANCH, WASHINGTON, \$90.00, for the adoption and application to machine operations of a plan of coding punch cards for IBM listings of gains or losses reported on dealers' remittances in the maintenance of wool statistics required in the handling of the Wool Program, which resulted in the elimination of searching numerous documents and records to establish gains or losses, and in the rapid determination of the inventory by checking only one document.

JOSEPH T. P. DALY - SHIPPING AND STORAGE BRANCH, WASHINGTON, \$255.00, for his suggestion for the use of the "berth to berth" principle in rating and routing of shipments of grain from U. S. Gulf Ports to discharge ports in Greece instead of the charter cargo method of handling ECA movements to such Greek ports, resulting in considerable savings in ocean transit costs.

R. N. RICHARDSON - FISCAL DIVISION, PMA COMMODITY OFFICE, DALLAS, TEXAS, \$45.00, for his proposal for improving and facilitating voucher activity in the Dallas PMA Commodity Office by the elimination of the multiple stamping of CCC on vouchers (SMA-120-FSCC), by the use of ditto marks to indicate name and address where more than one voucher from the same vendor supports the same schedule, and by the use of a single consolidated suspension notice covering several commodity vouchers from same vendor, with appropriate cross reference to the other vouchers. These changes in procedure apply to documents supporting schedules for payments by the Federal Reserve Bank from CCC Capital Funds and suspension notices to vendors.

S. H. GOLDSTEIN, ADMINISTRATIVE SERVICES DIVISION, AREA BUDGET & MANAGEMENT OFFICE, New York, N. Y., \$45.00, for his suggestion for a Carbon Snap-Out adaptation of Form SF-1130, "Time and Attendance Report," thus eliminating the cutting of carbon paper to size or ordering special size carbon paper as was formerly required.

WILLARD A. KIMMEL - S&S DIVISION, PMA COMMODITY OFFICE, PORTLAND, OREGON, \$30.00, for the design and suggested use of vendor contract card for showing essential shipping data needed in checking Position I Inventory; in determining contracts in arrears; in preparing Delinquent Contract Reports; and in making information readily available for audit and certification of vouchers and contract payments, which reveals at a glance the status of any contract, and which eliminates laborious searching of documents and files previously required.

Further information on any of the above suggestions may be obtained by writing the PMA Central Management Improvement Committee, U. S. Department of Agriculture, Washington 25, D. C.